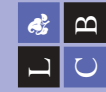


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Information for  
Liquor Licensees  
and Permit  
Holders

What  
Happens if  
I Violate a  
Liquor Law?



# What are your options?

This brochure describes what happens when a liquor licensee or a mandatory alcohol server training permit holder allegedly violates a Liquor Control Board law or regulation.

The rules that cover these processes are in chapter 314-29 WAC. You can get a copy of these rules on our website at [www.liq.wa.gov](http://www.liq.wa.gov), or if you have questions on this process please call the Liquor Control Board at 360-664-1780.

## What happens if I, or one of my employees, violate a Liquor Control Board law or rule?

If you or one of your employees allegedly violates a Liquor Control Board statute or regulation, a Board enforcement agent will mail or give you an administrative violation notice. This notice will include:

1. The date and a description of the alleged violation.
2. A copy of the laws and/or regulations allegedly violated.
3. An outline of your options.
4. The proposed penalty. Penalties are outlined in rule (WAC 314-12-170 and 314-12-300 through WAC 314-12-320 for licensees, and WAC 314-14-160 and WAC 314-14-165 for mandatory alcohol server training permit holders).

## What options do I have when I receive an administrative violation notice?

When you get the administrative violation notice, you have twenty days from receipt of the notice to notify the Board which one of the following options you have chosen:

1. Accept the recommended penalty, *usually* either a suspension or a monetary penalty (this means you agree to the facts stated in the violation notice and will comply with the order),
2. Request a settlement conference, or
3. Request an administrative hearing.

## Settlement conferences

A settlement conference gives you and the local agent in charge a chance to discuss the circumstances surrounding the violation, the proposed penalty, and any aggravating or mitigating factors. If you request a settlement conference, your local enforcement office will contact you to schedule a meeting over the telephone or in-person.

If you and the agent in charge reach an agreeable compromise, the agent in charge will forward a proposed settlement agreement to the Liquor Control Board Members for approval.

- If the Board Members approve the compromise, a copy of the signed settlement agreement will be sent to you, and this will conclude the case.

- If the Board Members do not approve the compromise, the Board will notify you and you will be given the option of agreeing to any changes the Board has made in the agreement, accepting the original penalty, or requesting an administrative hearing.

If you and the agent in charge cannot reach agreement on a settlement proposal, you have two choices:

1. You can accept the originally recommended penalty, or
2. You can go on to the next step, an administrative hearing.

## Administrative hearings

Administrative hearings are conducted by a state agency called the Office of Administrative Hearings. These hearings are held under the guidelines of a chapter of state laws called the Washington Administrative Procedure Act (chapter 34.05 RCW).

Here's what will happen if you request an administrative hearing:

1. The Office of Administrative Hearings will schedule the hearing. They will notify you in writing of the date, time, and location of the hearing.

*Continued*